

## **OCCUPATIONAL GROUP: Environmental and Natural Resources**

### **CLASS FAMILY: Parks**

#### **CLASS FAMILY DESCRIPTION:**

**This family of positions includes those whose purpose is to enhance natural and cultural resources through management, supervision, maintenance, and active participation in the various programs at state parks.**

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#### **CLASS TITLE: Park Technical Associate**

##### **DISTINGUISHING CHARACTERISTICS:**

These positions perform a wide variety of general clerical and/or building and grounds maintenance work, and assist with repairs as required in the daily operations to support the mission of state parks. Duties require some physical labor and usually vary seasonally. Some positions may perform as lead workers. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Attends campground; registers campers, collects fees, assigns campsites, sells firewood, ice.
- Sells souvenirs, packaged food, other retail items in park gift shop, golf pro shop, or at campgrounds; rents sports equipment.
- Cleans restrooms, floors, windows and does a variety of general housekeeping duties.
- Attends golf course; schedules tee-off times, collects fees, oversees equipment rental and use.
- Plows and shovels snow, operates sled run and rents winter sports equipment.
- Mows, grass, picks up trash, chops wood, digs ditches and performs other grounds work during camping season.
- Completes appropriate reports for area of assignment.
- May assign and review the work of others.

##### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of recreation area operations, facilities, policies, and procedures.
- Knowledge in the operation of small equipment such as vacuum cleaner, buffer, chain saw and mower.
- Knowledge of the methods and procedures used in cleaning and maintaining facilities.
- Knowledge of arithmetic in order to make correct change.
- Knowledge of safety procedures, practices and precautions to be used in the workplace.
- Skill in the use of power equipment and hand tools.
- Ability to communicate orally and in writing.

- Ability to follow verbal and written instructions.
- Ability to accommodate the public and create a pleasant atmosphere to ensure return business.

**MINIMUM QUALIFICATIONS:**

**Education:** High school graduation or the equivalent.

**Experience:** None

**Education & Experience Substitution:** Completion of the tenth grade and two years of full-time or equivalent part-time paid experience working in a public recreational area.

**Certificates, Licenses, Registrations:** N/A

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**CLASS TITLE: Park Ranger****DISTINGUISHING CHARACTERISTICS:**

These positions are responsible for providing assistance to the area superintendent in the management, operations, maintenance, and protection of a state-owned facility providing recreation services to the public in a state park, forest, or wildlife management areas, which emphasize recreation, camping, natural, historic, or scenic resource preservation and interpretation. They perform hands-on maintenance, general duties, and functions more as a caretaker and may be assigned as lead worker in assigned area. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Implements new operational methods and techniques as approved by area superintendent or discussed with central office administration.
- Prepares work reports, purchasing documents, payrolls, revenue reports, expenditure reports, inventories.
- Assists in employee training and familiarization programs.
- Plans, generally oversees, and/or performs maintenance as necessary. Makes recommendations to park superintendent and assists in initiation and performance of repairs, maintenance, and/or renovation of structures, grounds facilities, trails, fences, roads, and other physical features of area. Inspects complete work in all areas of operation.
- May serve as an intermediate level of contact between area superintendent and visitors.
- May be assigned to manage law enforcement programs on large, extensively developed areas and/or perform patrol, issue warnings and citations, and make arrests.

**KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of business management practices.
- Knowledge of personnel management practices.
- Knowledge of general managerial, operational, and technical procedures/methods.

- Knowledge of law enforcement practices, techniques, equipment, and policies.
- Ability to train a varied staff.
- Ability to develop good working relationships.
- Ability to plan, assign, and supervise work of employees.
- Ability to issue and transmit oral and written instructions.
- Ability to prepare comprehensive work plans, records, and reports.
- Ability to make sound decisions.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Two years (60 semester college hours) from a regionally accredited college or university.

**Experience:** Six months of full-time or equivalent part-time paid experience in the area of state parks.

**Education & Experience Substitution:** High school graduation or the equivalent and full-time or equivalent part-time paid experience in the area of state parks may be substituted for the required training on a year-for-year basis.

**Certificates, Licenses, Registrations:** N/A

#### **CLASS TITLE: Park Superintendent 1**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions are distinguished from higher levels by the management of areas which may include camping facilities, in addition to moderate development in other areas of operation. They may serve as an Assistant Superintendent on areas under the direction of a higher level superintendent. Individuals in these positions must be certified as a "Special Natural Resources Police Officer". These positions may prepare budgets and financial expenditures. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Devises new operational methods and techniques.
- Prepares and/or approves work reports, purchasing documents, payrolls, revenue reports, expenditure reports, inventories, etc.
- Law enforcement through patrol, warnings, citations, and arrests.
- Develops and performs employee training and familiarization programs.
- Plans, oversees, and/or performs maintenance if necessary due to staff limitations. Makes recommendations and initiates repairs, maintenance, and/or renovations of structures, grounds, facilities, trails, fences, roads, and other physical features of area.
- Inspects completed work in all areas of operation.
- Performs inspections of leased, concessionaire operated facilities and initiates corrective action if necessary to ensure contract compliance.
- Handles and resolves both written and verbal guest complaints.

## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of business management practices.
- Knowledge of personnel management practices.
- Knowledge of general managerial, operational, and technical procedures/methods.
- Knowledge of law enforcement practices, techniques, equipment and policies.
- Ability to train and manage a varied staff.
- Ability to develop good working relationships with supervisors, employees, and the general public.
- Ability to plan, assign, and supervise work of employees.
- Ability to use oral and written instructions in a clear and concise manner.
- Ability to prepare comprehensive work plans, records, and reports.
- Ability to make sound decisions.
- Ability to effectively deal with personnel matters.

## **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a regionally accredited college or university.

**Experience:** 1 year of full-time or equivalent part-time paid experience directly related to the area of state parks.

**Education & Experience Substitution** N/A

**Certificates, Licenses, Registrations:** A valid driver's license is required. Must be fit enough to discharge the duties including law enforcement. Must be able to successfully complete required special conservation officer training and pistol qualification requirements as established by Law Enforcement Section, Division of Natural Resources.

**Promotional Purposes Only:** High school graduation or the equivalent and full-time or equivalent part-time paid experience directly related to the area of state parks may substitute for the required education on a year-for-year basis.

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## **CLASS TITLE: Park Superintendent 2**

### **DISTINGUISHING CHARACTERISTICS:**

These positions are distinguished from other levels in this series by the management of operations at seasonal vacation parks of a complex nature or other areas with significant camping, recreational, or historical development. Individuals in these positions must be certified as a "Special Natural Resources Police Officer". These positions may prepare budgets and financial expenditures. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Devises new operational methods and techniques.
- Prepares and/or approves work reports, purchasing documents, payrolls, revenue reports, expenditure reports, inventories, etc.
- Law enforcement through patrol, warnings, citations, and arrests.

- Develops and performs employee training and familiarization programs.
- Plans, oversees, and/or performs maintenance if necessary due to staff limitations. Makes recommendations initiates repairs, maintenance, and/or renovations of structures, grounds, facilities, trails, fences, roads, and other physical features of area.
- Inspects completed work in all areas of operation.
- Performs inspections of leased, concessionaire operated facilities and initiates corrective action if necessary to ensure contract compliance.
- Handles and resolves both written and verbal guest complaints.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of business management practices.
- Knowledge of personnel management practices.
- Knowledge of general managerial, operational, and technical procedures/methods.
- Knowledge of law enforcement practices, techniques, equipment, and policies.
- Ability to train and manage a varied staff.
- Ability to develop good working relationships with supervisors, employees, and the general public.
- Ability to plan, assign, and supervise the work of employees.
- Ability to issue oral and written instructions in a clear, concise manner.
- Ability to prepare comprehensive work plans, records, and reports.
- Ability to make decisions.
- Ability to effectively deal with personnel matters.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a regionally accredited college or university.

**Experience:** 3 - 5 years of full-time or equivalent part-time paid experience directly related to the area of state parks, two years of which must have been in responsible supervisory capacity.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** A valid driver's license. Must be able to successfully complete required special conservation officer training and pistol qualification requirements as established by Law Enforcement Section, Division of Natural Resources.

**Promotional Purposes Only:** High school graduation or equivalent and full-time or equivalent part-time paid experience directly related to the area of state parks may substitute for the required education on a year-for-year basis.

### **CLASS TITLE: Park Superintendent 3**

### **DISTINGUISHING CHARACTERISTICS:**

These positions are distinguished from other levels in this series in that they are responsible for managing small lodge parks or complex year-round vacation areas. They may serve as an Assistant Superintendent to areas with managers higher up in the Superintendent series. These positions are responsible for regular "off-facility" responsibilities and may supervise attendance

and revenue levels, contractual oversight, law enforcement demands and other factors pertaining to parks. Individuals in these positions must be certified as a “Special Natural Resources Police Officer”. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Devises new operational methods and techniques.
- Prepares and/or approves work reports, purchasing documents, payrolls, revenue reports, expenditure reports, inventories, etc.
- Law enforcement through patrol, warnings, citations, and arrests.
- Develops and performs employee training and familiarization programs.
- Plans, oversees, and/or performs maintenance if necessary due to staff limitations. Makes recommendations and initiates repairs, maintenance, and/or renovations of structures, grounds, facilities, trails, fences, roads, and other physical features of area.
- Inspects completed work in all areas of operation.
- Performs inspections of leased, concessionaire operated facilities and initiates corrective action if necessary to ensure contract compliance.
- Handles and resolves both written and verbal guest complaints.

#### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of business management practices.
- Knowledge of personnel management practices.
- Knowledge of general managerial, operational, and technical procedures/methods.
- Knowledge of law enforcement practices, techniques, equipment, and policies.
- Ability to train and manage a varied staff.
- Ability to develop good working relationships with supervisors, employees, and the general public.
- Ability to plan, assign and supervise work of employees.
- Ability to issue oral and written instructions in a clear, concise manner.
- Ability to prepare comprehensive work plans, records, and reports.
- Ability to make sound decisions.
- Ability to effectively deal with personnel matters.

#### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor’s degree from a regionally accredited college or university.

**Experience:** 4 – 6 years of full-time or equivalent part-time paid experience directly related to the area of state parks, two years of which must have been in responsible supervisory capacity.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** A valid driver’s license is required. Must be able to successfully complete required special conservation officer training and pistol qualification requirements as established by Law Enforcement Section, Division of Natural Resources.

**Promotional Purposes Only:** High school graduation or equivalent and full-time or equivalent part-time paid experience directly related to the area of state parks may substitute for the required education on a year-for-year basis.

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## **CLASS TITLE: Park Superintendent 4**

### **DISTINGUISHING CHARACTERISTICS:**

These positions are distinguished from other levels in this series by the management of lodge and small to intermediate sized resort park operations, which include lodges, cottages, golf courses and a full range of recreational facility development. Camping facilities may be present. They may manage non-lodge and resort attractions such as Cass Scenic Railroad, which are inherently very complex, technical, multi-faceted operations. Individuals in these positions must be a certified as a “Special Natural Resources Police Officer”. Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Devises new operational methods and techniques.
- Prepares and/or approves work reports, purchasing documents, payrolls, revenue reports, expenditure reports, inventories.
- Law enforcement through patrol, warnings, citations, and arrests.
- Prepares occupancy, revenue, cost center accounting, and special managerial reports.
- Develops and performs employee training and familiarization programs.
- Plans, generally oversees, and/or performs maintenance if necessary due to staff limitations. Makes recommendations and initiates repairs, maintenance and/or renovations of structures, grounds, facilities, trails, fences, roads, and other physical features of area.
- Inspects completed work in all areas of operation.
- Performs inspections of leased, concessionaire operated facilities and initiates corrective action if necessary to ensure contract compliance.
- Handles and resolves both written and verbal guest complaints.

### **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of business management practices.
- Knowledge of personnel management practices.
- Knowledge of general managerial, operational, and technical procedures/methods.
- Knowledge of law enforcement practices, techniques, equipment, and policies.
- Ability to train and manage a varied staff.
- Ability to develop good working relationships with supervisors, employees, and the general public.
- Ability to plan, assign and supervise work of employees.
- Ability to issue oral and written instructions in a clear, concise manner.
- Ability to prepare comprehensive work plans, records, and reports.



- Ability to make sound decisions.
- Ability to effectively deal with personnel matters.

### **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a regionally accredited college or university.

**Experience:** 4 - 6 years of full-time or equivalent part-time paid experience directly related to the area of state parks, three years of which must have been in responsible supervisory capacity.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** Must be licensed to operate a motor vehicle in West Virginia. Must be able to successfully complete required special conservation officer training and pistol qualification requirements as established by Law Enforcement Section, Division of Natural Resources.

**Promotional Purposes Only:** High school graduation or equivalent and full-time or equivalent part-time paid experience directly related to the area of state parks may substitute for the required education on a year-for-year basis.

### **CLASS TITLE: Park Superintendent 5**

#### **DISTINGUISHING CHARACTERISTICS:**

These positions are distinguished from other levels in this class series in the management of very complex, extensive, non-concessioned resort park operations, which include lodges, cottages, golf courses, and a full range of recreational facility development and services. They may be responsible for regular "off-facility" responsibilities, and may supervise attendance and revenue levels, contractual oversight, law enforcement demands, and other factors pertaining to parks. Individuals in these positions must be certified as a "Special Natural Resources Police Officer". Perform related work as required.

**EXAMPLES OF WORK:** *(Any specific position in this class may not include all of the duties listed; nor do the examples listed cover all of the duties which may be assigned.)*

- Devises new operational methods and techniques.
- Prepares and/or approves work reports, purchasing documents, payrolls, revenue reports, expenditure reports, inventories, etc.
- Law enforcement through patrol, warnings, citations, and arrests and management of park-wide security and enforcement programs.
- Prepares occupancy, revenue, cost center accounting, and special managerial reports.
- Develops and performs employee training and familiarization programs.
- Reviews and generally oversees park maintenance programs.
- Makes recommendations and initiates repairs, maintenance and/or renovations of structures, grounds, facilities, trails, fences, roads, and other physical features of area.
- Inspects completed work in all areas of operation.
- Performs inspections of leased, concessionaire operated facilities and initiates corrective action if necessary to ensure contract compliance.
- Handles and resolves both written and verbal guest complaints.



## **KNOWLEDGE, SKILLS AND ABILITIES:**

- Knowledge of business management practices.
- Knowledge of personnel management practices.
- Knowledge of general managerial, operational, and technical procedures/methods.
- Knowledge of law enforcement practices, techniques, equipment, and policies.
- Ability to train and manage a varied staff.
- Ability to develop good working relationships with supervisors, employees, and the general public.
- Ability to plan, assign, and supervise work of employees.
- Ability to issue oral and written instructions in a clear, concise manner.
- Ability to prepare comprehensive work plans, records, and reports.
- Ability to effectively deal with personnel matters.

## **MINIMUM QUALIFICATIONS:**

**Education:** Bachelor's degree from a regionally accredited college or university.

**Experience:** 5 – 7 years of full-time or equivalent part-time paid experience in the area of state parks, four years of which must have been in responsible supervisory capacity.

**Education & Experience Substitution:** N/A

**Certificates, Licenses, Registrations:** Must be licensed or eligible to operate a motor vehicle. Must be physically fit to discharge duties including law enforcement. Must be able to successfully complete required special conservation officer training and pistol qualification requirements as established by Law Enforcement Section, Division of Natural Resources.